

**TO:** MAYOR & COUNCILLORS  
**FROM:** DEPUTY GENERAL MANAGER FINANCE  
**SUBJECT:** **CA – FOUR (4) RECYCLING TRUCKS**  
**PURPOSE:** To obtain Council approval to award a Contract (CA) for the supply and delivery of four recycling trucks for the Engineering Department.

## **RECOMMENDATION**

**THAT** a contract award to Rollins Machinery Limited, for an estimated total cost of \$2,047,315 including GST and PST in the amount \$219,355 as outlined in the report titled “CA - Four (4) Recycling Trucks” dated December 16, 2024 be approved; and

**THAT** final payment be based on the actual quantities of goods and services delivered and unit prices as submitted.

## **1.0 POLICY SECTION**

The City’s Procurement Policy requires that contracts for goods, services, and construction with values over \$1,000,000 be approved by Council following a competitive procurement process.

## **2.0 BACKGROUND**

Following a Request for Proposal (RFP) #150-07-24 for Four (4) Recycling Trucks, two submissions were received by the closing time on October 10, 2024. Based on the RFP’s evaluation criteria consisting of compliance to specifications, pricing, delivery lead time, maintenance, warranties and value-added offerings, Rollins Machinery Limited, received the highest overall score.

## **3.0 GENERAL INFORMATION**

The work of this contract includes the supply and delivery of four (4) recycling trucks. The recommendation includes replacement of four existing units (Recycling Trucks Unit’s #6020, 6021, 6024 and 6026), which will be sold on receipt of the replacements.

The recommended company, Rollins Machinery Limited, has provided similar vehicles in the past with a proven track record of performance and reliability to the satisfaction of the City.

The General Manger Engineering concurs with the recommendation.

**4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT**

The RFP #150-07-24 (Attachment 1) was publicly advertised. Upon closing, the City received a total of 2 (two) submissions.

**5.0 FINANCIAL CONSIDERATIONS**

Funding is included in the 2024 - 2028 Financial Plan under Engineering – Vehicles & Equipment, Vehicles - Replacement, Recycling Trucks. This contract award will be accommodated under WBS element ENZ.0084. (\$1,956,000 excluding GST).

Respectfully submitted,  
  
Ratan Grewal, Deputy General Manager Finance

**ATTACHMENTS**

Attachment 1 – RFP 150-07-24

**REPORT CONTRIBUTORS**

This report was prepared by Mike Libonati, Senior Buyer and reviewed by Robyn Tegart, Senior Manager Procurement – Operations.